



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 58th Transportation Battalion**  
**3rd Chemical Brigade**  
**451 Colorado Avenue, Unit 8**  
**FORT LEONARD WOOD, MISSOURI 65473**

REPLY TO  
ATTENTION OF

ATSN-CBC

14 July 2005

MEMORANDUM FOR Personnel Concerned

SUBJECT: Policy Letter #21, Adopt-A-School Program

1. PURPOSE: To establish a battalion policy supporting the post Adopt-A-School Program.
2. GENERAL: It is every soldier's responsibility to be a pillar for the local community. With the vast experience and knowledge possessed by the members of this battalion, I am confident we can make a sufficient impact on the lives of the children attending Williams Elementary School.
3. Williams Elementary School has requested the following assistance from the soldiers and family members of the 58<sup>th</sup> Transportation Battalion:
  - a. Teacher-helpers to serve either 1.5 hours per week or all day on a field trip.
  - b. Soldiers or family members (who possess unique skills, knowledge or experiences) to serve as guest speakers.
  - c. Field trips to visit some of our facilities or training areas.
4. In order to assist the school I encourage soldiers of the battalion to spend 1.5 hours per week or 1 day per month of duty time to serve as volunteers at Williams Elementary School. Soldiers interested in participating in this program must get approval from their unit chain of command. All volunteer service should be coordinated through the battalion POC, SGT Byrnes at 596-7329.

Robert T. Hixon  
LTC, TC  
Commanding